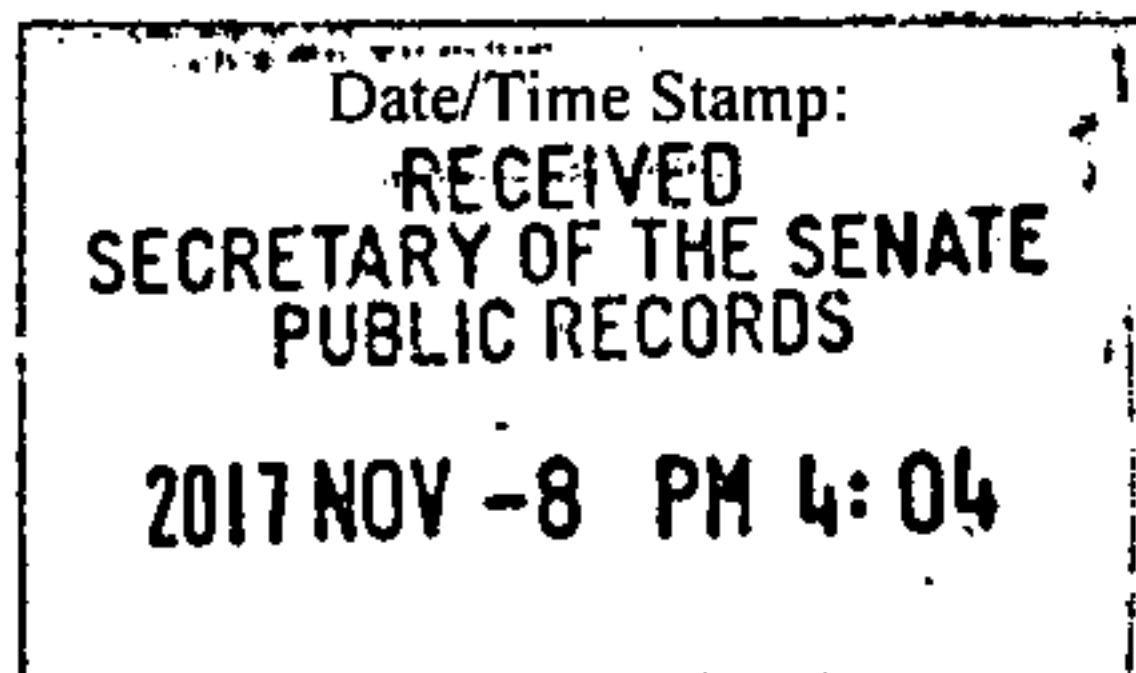


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Alliance to Save Energy

Travel date(s): October 12-13, 2017

Name of accompanying family member (if any): NA

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$596.02	\$111.00	\$55.97	NA
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	NA	NA	NA	NA
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attachment #1

11-8-17
(Date)

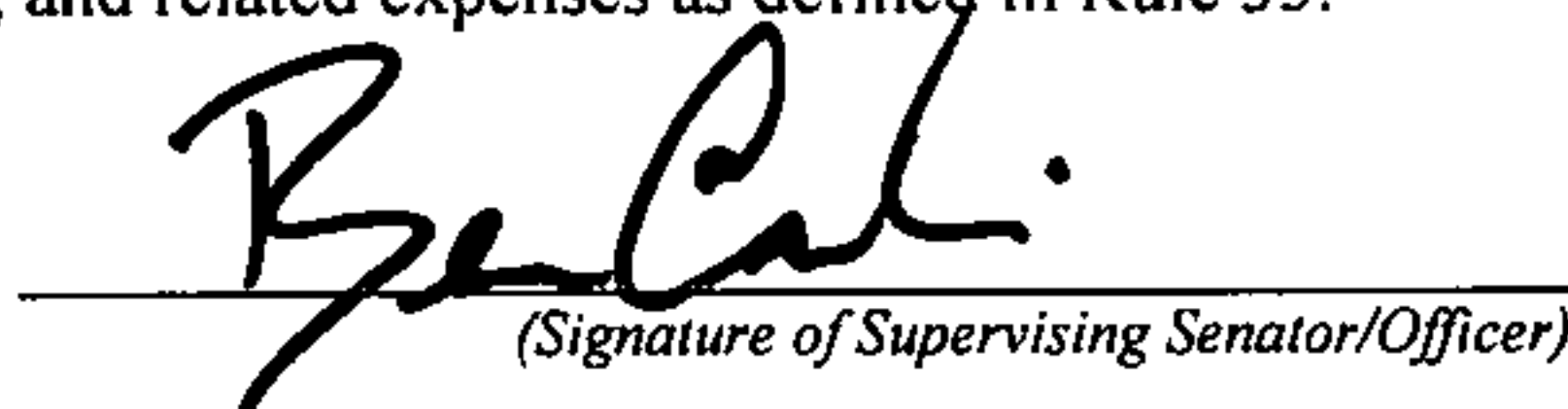
Matthew Spikes
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/8/17
(Date)


(Signature of Supervising Senator/Officer)

Attachment #1

Thursday, October 12	
8:10 PM	<p>Depart Washington National Airport DCA for Raleigh RDU</p> <p>American Airlines Flight 1854</p> <p>*Possible flight - airfare not yet purchased</p>
Friday, October 13	
8:00 AM	Wakeup call and Breakfast at Aloft Hotel
8:30 AM	Depart Hotel for NC State University
8:45 AM – 11:00 AM	<p>Arrive at NC State University Hunt Library</p> <p>1070 Partners Way, Raleigh, NC 27606</p> <p><i>Matt Peterson, Director, Office of Federal Relations, NC State</i></p> <p>Policy Perspectives is an event series that the Alliance hosts throughout the year. Policy Perspectives speaker series provides exclusive opportunities for Alliance Associate & Board members to connect with key energy efficiency policymakers in an intimate and informal setting. Highly regarded by both our members and former event speakers, these gatherings offer candid discussions about the future of energy efficiency policy and the potential impact on key industry stakeholders, businesses and NGOs. This Policy Perspectives event will focus on energy productivity in the Raleigh metro area and feature staff from Cree and Ingersoll Rand as well as local officials and industry leaders.</p>
11:00 AM- 12:00 PM	<p>FREEDM Center Site Visit</p> <p>NC State University Keystone Science Center, 1791 Varsity Drive Raleigh, NC 27606</p> <p><i>Ken Dulaney, Director of Industry and Innovation, FREEDM</i></p> <p>In 2008, the National Science Foundation chose NC State to lead an effort to create a modern power grid. At the Future Renewable Electric Energy Delivery and Management (FREEDM) Systems Engineering Research Center, universities from the United States have joined forces with industry partners to develop a more secure, sustainable environmentally friendly electric grid. Ken will show staffers around the campus with a focus on this Center, where they are building the internet of energy: a network of distributed energy resources that intelligently manages power using secure communications and advanced power electronics. Our research priorities include power electronics packaging, controls theory, solid state transformers, fault isolation devices, and power systems simulation and demonstration.</p>
12:00 PM – 12:30 PM	<p>Depart for Cree Lighting Center Site Visit</p> <p><i>Shuttle bus</i></p>
12:30 PM – 2:30 PM	<p>Lunch & Site Visit at Cree Lighting Center</p> <p>4600 Silicon Drive Durham, North Carolina, 27703</p> <p><i>Greg Merritt, VP of Marketing and Public Affairs, Cree</i></p> <p>Cree drives LED adoption through groundbreaking advancements in LED lighting technology. Their state-of-the-art Lighting Experience Centers are the expression of Cree's long history of innovation and commitment to delivering a Better Light experience through our industry-leading LED lighting. The centers, led by Lighting Certified professionals, serve as interactive learning environments that teach guests about Better Light by experiencing the benefits first-hand.</p>
2:30 PM – 2:45 PM	<p>Depart for Phononic Site Visit</p> <p><i>Shuttle Bus</i></p>
2:45 PM – 4:15 PM	<p>Site Visit at Phononic</p> <p>800 Capitola Drive, Suite 7 Durham, NC 27713</p>

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	<p><i>Tony Atti, Founder & CEO, Phononic</i></p> <p>The group will be meeting with Tony Atti, the founder and CEO of Phononic. Phononic is ushering in a new generation of cooling and heating solutions to meet the thermal demands of today's most advanced designs. Phononic is passionate about its patented, high-performance thermoelectric devices that can be applied to everything from refrigeration to fiber optics, removing the barriers of traditional approaches and ushering in a new era of cooling and heating. The result is a solution to this age-old challenge that is distributed, convenient, sustainable, and connected. Headquartered in the heart of North Carolina's Research Triangle Park, we help customers around the world solve their thermal management challenges. Tony will discuss the role of energy efficiency in Phononic's thermal management solutions.</p>
4:15 PM – 4:30 PM	<p>Depart Phononic for airport</p> <p><i>Shuttle bus</i></p>
4:30 PM	<p>Arrive at airport</p> <p>Depart for Washington National Airport DCA on Delta Flight 6264 at 6:32 PM</p> <p>*Possible flight - airfare not yet purchased</p>

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15.

The Alliance hosts a range of educational activities.

- **Congressional Briefings**
 - We host Congressional briefings throughout the year, which typically focus on a particular aspect related to energy efficiency.
 - March 16, 2017: Beyond Roads & Bridges: The Role of Energy Efficiency Policy in Infrastructure Investments
 - July 14, 2016: Congressional Briefing on Grid Edge: The Role of Energy Efficiency in a Modernizing Energy System
 - February 26, 2016: The Role of Benchmarking, Transparency and Codes in Driving a More Efficient Built Environment.
 - January 14, 2016: Cutting Edge Technologies and Businesses: Opening the Door for Energy Efficiency Deployment at Scale
- **Energy Efficiency Global Forum**
 - An annual event convened in Washington, DC that brings together executives and policymakers from around the world and across sectors to discuss energy efficiency. In 2017, this exclusive forum explored how utilities, regulators, legislators and companies are incorporating cost-effective energy efficiency measures into their business to help meet increasing demand. The next EE Global Forum is scheduled for May of 2018 in Copenhagen, Denmark.
- **Accelerate Energy Productivity 2030**
 - A partnership between the U.S. Department of Energy, Alliance to Save Energy and Council on Competitiveness to catalyze action in the public and private sectors to help achieve the goal of doubling our nation's energy productivity.
 - As part of this initiative, three webinars were held in April to provide an in-depth look at several unique aspects of energy efficiency:
 - April 13, 2016: Building Technologies and Finance
 - April 20, 2016: Smart Grid and Smart Manufacturing
 - April 27, 2016: Transportation and Water
- **Energy 2030 Events**
 - Energy 2030 *On the Road* – These are education, outreach and action campaigns aimed at urging communities through the nation to adopt the goal of doubling U.S. energy productivity. They are held around the country and in 2015 included stops in Seattle, WA, Raleigh, NC and Minneapolis, MN. They follow the same format of other events where panelists discuss a specific theme of energy efficiency and are widely attended by members of local governments, academia, local and state government and the surrounding community.
- **Policy Perspectives Breakfasts**

- Breakfast sessions where we invite a representative from a Federal agency or Congressional office (Senator/Congressman) to come and speak about priorities or updates regarding energy efficiency for the respective agency or office. There are plans for several of these events in 2017, including in Washington, DC and around the country.

18.

There are several reasons why we have chosen Raleigh-Durham, North Carolina as the destination for this trip.

- The American Council for an Energy-Efficiency Economy (ACEEE) produces the annual State Energy Efficiency Scorecard, which ranks states based on energy efficiency policies and practices. North Carolina has consistently ranked in the middle of the pack - it ranked #30 in 2016 – and has been working to improve its ranking in recent years. The state offers several financial incentives to encourage energy efficiency, including Property Assessed Clean Energy (PACE) financing, and leads by example by requiring all state-owned and University of North Carolina-owned buildings to participate in the US Department of Energy’s Better Buildings Challenge. North Carolina also has active utilities that offer energy efficiency programs and the state has efficiency renewable portfolio standard in place that does allow for advances in energy efficiency. In addition to the state ranking, ACEEE also ranks a selection of major cities on the same criteria and Raleigh, NC was ranked #43 in 2017. Therefore, Raleigh (and Durham), NC is an excellent option for such a trip because we can incorporate strong local level actions along with the broader state-level actions.
- The Alliance to Save Energy is also hosting a public briefing at NC State University on October 13, which will be included as part of the agenda. The briefing is entitled, “Research & Innovation: Examining the Future of Energy Efficiency in North Carolina,” and will feature speakers from state and local government, regional organizations and local business leaders. A full agenda for the event is included below.
- The Raleigh-Durham area boasts a wide range of field examples and opportunities to learn about energy efficiency, including:
 - North Carolina State University

NC State offers two important opportunities to learn about energy efficiency: the sustainable practices it employs on campus to be energy-efficient and the academic research being conducted at the university that is helping to drive advances in the energy efficiency space. One example is the FREEDM Systems Center, which is helping to modernize the electric grid and developing the next group of energy leaders.
 - Ingersoll Rand Industrial Efficiency Solutions (Paired visit with Cree, Inc.)
 - Ingersoll Rand is a diversified industrial company that specializes in heating and cooling solutions across a broad selection of sectors and increasing efficiency through process automation and transportation practices. This particular visit will focus on the industrial application of Ingersoll Rand technology that made Cree, Inc.’s facilities more energy-efficient and productive.

- Phononic
 - Phononic is a company that has developed an innovative technology using solid-state principles to improve efficiency for heating and cooling. These thermoelectric semiconductors are able to meet critical heating and cooling needs, but are able to do it without the need for traditional components like compressors. This opens up the possibility of reinventing common appliances to be more efficient and to drive efficiency gains even further by viewing individual heating and cooling needs as a shared system.
- Cree, Inc.

Cree is a global leader in the development and production of LEDs that are helping to drastically improve the energy efficiency of lighting systems. These bulbs are manufactured for a variety of sectors, including residential, commercial and industrial. Cree also manufactures semiconductors used in power conversion and wireless communications that can help improve efficiency in a multitude of applications.

Policy Perspectives

Research & Innovation: Examining the Future of Energy Efficiency in North Carolina

Friday, October 13 | 8:45 am – 10:45 am

North Carolina State University Hunt Library | 1070 Partners Way, Raleigh, NC 27606

8:45 am – 9:00 am	Breakfast & Registration
9:00 am – 9:10 am	Welcome Remarks Kateri Callahan, President, Alliance to Save Energy
9:10 am – 9:40 am	Keynote Remarks Governor Roy Cooper, State of North Carolina* Nancy McFarlane, Mayor, City of Raleigh*
9:40 am – 10:40 am	Research & Innovation: Examining the Future of Energy Efficiency in North Carolina
Moderator:	Mary Penny Kelley, Senior Advisor for Policy and Innovation, NC Department of Environmental Quality*
Speakers:	Tony Atti, Founder & CEO, Phononic Greg Merritt, VP of Marketing and Public Affairs, Cree Scott Tew, Executive Director, Center of Energy Efficiency and Sustainability, Ingersoll Rand Ivan Urlaub, Executive Director, NC Sustainable Energy Association*
10:40 am	Closing Remarks Kateri Callahan, President, Alliance to Save Energy

*Invited

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

[OR]

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

[OR]

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Alliance to Save Energy, as the sole sponsor of this trip, was responsible for planning the trip in its entirety and staff members of the Alliance will accompany all participants throughout the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
Please see attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:
Please see attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see attached.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$350	\$115	\$103.25	NA

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Please see attached.

19. Name and location of hotel or other lodging facility:

Aloft Raleigh

2100 Hillsborough Street, Raleigh, NC 27607

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is able to meet the GSA rate (\$115) and is located just off the campus of NC State University, which is where the first scheduled event will take place. This was a convenient location that will cut down on travel time in the morning.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

For the purposes of this trip, the cost of lodging and meals will remain within the per diem limit set by GSA (\$115 for lodging and \$59 for meals and incidentals).

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Attendees will fly to Raleigh-Durham, NC, which will be coach.

To attend sites in the area we will use mini bus or cabs.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided to, paid for or reimbursed to Senate invitees by the Alliance to Save Energy.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Kateri Callahan, President

Name of Organization: Alliance to Save Energy

Address: 1850 M Street, NW, Suite 610, Washington, DC 20036

Telephone Number: (202) 857-0666

Fax Number: (202) 334-9588

E-mail Address: kcallahan@ase.org

(Do not file the Instructions with OPR)

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.